

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE
Office of the Surgeon General
United States Public Health Service

Minutes of the Meeting
17 September 2003

I. LOCATION/DATE/TIME:

Building, Surgeon General's Conference Room, Room 18-57, Rockville, MD;
17 September 2003; 1207 – 1339 hours.

II. ATTENDANCE:

A. MEMBERS IN ATTENDANCE

By Teleconference

CDR Sarath Seneviratne	FDA	
CDR Hoang Nyugen	HRSA	
LCDR Kenneth Sun*	I H S	
LCDR Jennifer Fan*	CMS	Vice Chair
LCDR Patricia Garvey	FDA	Treasurer
LCDR Samuel Wu	FDA	Corresponding Secretary
LT Cheryl Lynn Fajardo	HRSA	Chair
LT Marjorie Baldo*	CMS	Acting Executive Secretary
LTJG Jeffrey Vang*	I H S	
Ms. Gloria Sundaresan	FDA	APAnet

B. MEMBERS EXCUSED

LCDR Sue Newman	I H S
LCDR Gor Yee Lum	HRSA

C. MEMBERS ABSENT

CAPT Allan Lock	NIH
CAPT Arnulfo Manangan	CDC
CAPT Rao Surampalli	EPA
CDR Elmer Guerrero	I H S
CDR Hoang Nguyen	HRSA
LCDR Paul Jung	FDA
LCDR Venkatarama Koppaka	CDC
LCDR Elise Young	HRSA
LT Julian Canizares	FDA
LT Kai Chiu	I H S
LT Janice Kim	BOP

D. EX-OFFICIOS

CDR Hung Trinh	FDA
CDR Lanchi Nguyen	HRSA

STANDARD AGENDA ITEMS AND REPORTS:

- E. CALL TO ORDER:** The meeting was called to order on 17 September 2003 at 1207 hours by
LT Cheryl Lynn Fajardo, APAOC Chair.

- F. LT Fajardo welcomed all the APAOC members and guests at the meeting and those participating by teleconference.
- G. MEMBER ROLE CALL: LT Marjorie Baldo.
- H. APPROVAL OF PAST MINUTES: The minutes from 20 Aug 2003 were reviewed and approved as formal minutes with corrections.

IV. TREASURER'S REPORT:

LCDR Patricia Garvey reported a current balance of \$399.42. Money was spent last month on food for the Awards workshop that was held during last month's APAOC committee meeting. For those interested in donating to APAOC, all donations should be forwarded to LCDR Patricia Garvey. The donations are used to pay for awards, plaques, COA-sponsored events (i.e., MOLC breakfast for the designated awardees), and workshops. LT Fajardo reported a total of 22 voting members as of September 2003.

V. MOLC REPORT:

LCDR Elise Young was not present. LT Fajardo reported that the APAOC Charter is currently still under review at the Office of the Surgeon General (OSG), contact CDR Gilbert Rose. [ACTION]

VI. BUSINESS:

- A. CHARTER/BYLAWS: LCDRs Elise Young and LCDR Sue Newman were not present to report.

LT Fajardo congratulated LCDRs Young and Newman on their hard work in completing the APAOC Charter and draft Bylaws. LT Fajardo opened discussions for the drafted Bylaws with the members of APAOC. Since not everyone had an opportunity to review the draft document, further discussion regarding the Bylaws was tabled until the next meeting. LT Fajardo also reminded everyone that the MOLC Charter is based on calendar year (Jan 1 – Dec 31) while the APAOC Charter is based on fiscal year (Oct 1 – Sep 30). [OPEN]

- B. Sub-Committee Reports

1. CAREER DEVELOPMENT: CAPT Allan Lock was not present.
2. MEMBERSHIP AND NOMINATIONS: LCDR Samuel Wu reported that the packet is at the Office of the Surgeon General (OSG) and is currently under review, please contact CDR Gilbert Rose. [OPEN]
4. PUBLIC RELATIONS: LTJG Jeffrey Vang reported that he sent out an e-mail inviting all new 50 PHS officers to participate in the next APAOC meeting, these names were taken from last month's CC Bulletin.

He also informed the Committee he will be doing a USPHS recruitment seminar during the month of October. He will be visiting a Pharmacy School and will provide information on PHS. LT Fajardo added that Commissioned Corp Officers wishing to acquire recruitment information (i.e., CDs, pamphlets, posters, registration fees) contact: Ms. Penny Coppola at PCoppola@psc.gov Officers should provide her with specific information as date and time you need materials. DCP will send the information to the Officers requesting the information via Fed-Ex.

- C. AWARDS: CDR Sarath Seneviratne assisted LT Fajardo with award dissemination to departing

voting members and volunteers that assisted APAOC in other activities. Congratulations and awards go out to the following officers:

CDR Sarath Seneviratne, FDA	Special Assignment Award
LCDR Elise Young, HRSA	Special Assignment Award
LCDR Audrey Lum, HRSA	Special Assignment Award
LT Kai Chiu, I H S	Special Assignment Award

All active rotating members	Certificates of Appreciation
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I. PAC Reports: Lcdr Elise Young was not present to report. LT Fajardo informed the Committee that she has forwarding all PAC-related documents to APAOC members through the list-serve. If you have not yet registered; please visit our website at www.apaoc.freesevers.com

E. DC-COA: Lcdr Patricia Garvey

Lcdr Patricia Garvey reported that the Family Picnic will be held Saturday, Sep 20, 2003 from 11:00 AM – 3:00 PM at the Walter Reed Annex #2. This is free for DC COA members. If not a member, the cost is \$6 per person, \$10 per couple, \$15 per family, or bring a dish. (Marjorie, you might want to check with Patty on this one. I believe it might be free for new Officers, but everyone else has to pay or bring a dish.)

VII. ANNOUNCEMENTS:

1. Asian Pacific American Network: Ms. Evelyn White, Principal Secretary for the Administration and Management of the Department, will be offering an SES training to those interested in senior executive positions. The class will be held on Monday, October 20 at
2. NIH – Building #10, from 9:00 AM – 1:30 PM, Contact: Ms. Gloria Sundaresan via email: gloria.sundaresan@oc.fda.gov
3. LT Fajardo announced the names of the 2004 Executive Committee. They are as follows:

LCDR Sam Wu	Chair
LCDR Jennifer Fan	Vice Chair
LT Marjorie Baldo	Executive Secretary
LCDR Patricia Garvey	Treasurer
LTJG Eddie Lim	Corresponding Secretary
CAPT Allan Lock	MOLC Representative

LT Marjorie Baldo	Awards Chair
LCDR Sam Wu	Membership & Nominations Chair*
LT Parmjeet Saini	Career Development Chair
LCDR Sue Newman	Charter & Bylaws Chair
LTJG Jeffrey Vang	Public Relations Chair

*Note: Soliciting other members to hold this position since Lcdr Sam Wu is currently the Chair of APAOC, please email: wus@cder.fda.gov.

LT Fajardo reminded everyone of their role and responsibilities as members of APAOC. Specifically, she indicated that when you become a member you agree to be accountable for your responsibilities. She also indicated that everyone's participation is important since the success of any workgroup, committee, or any organization depends on the actions of its members.

VIII. ADJOURNMENT – NEXT MEETING:

LT Fajardo adjourned the APAOC meeting at 1339 hours and announced that the next meeting is scheduled for 15 Oct 2003, at 1200-1330 hours in the Parklawn Building, SG Conference Room 18-59.

IX. HANDOUTS: (Attached to e-mails by LT Fajardo.)

1. Agenda for 15 Oct 2003 APAOC meeting
2. Lists of APAOC voting and general/guest members
3. List of Roll Call
4. Draft APAOC meeting minutes for 17 September 2003

Submitted by:

LT Marjorie Baldo

LT Marjorie Baldo
Executive Secretary

Date 9/17/03

LT Cheryl Lynn Fajardo

LT Cheryl Lynn Fajardo
Chair

Date 09-17-03